

**SUMMARY OF THE  
REGULATORY COORDINATION COMMITTEE MEETING  
NOVEMBER 6, 2002**

The Regulatory Coordination Committee of the National Environmental Laboratory Accreditation Conference (NELAC) met on Wednesday, November 6, 2002, at 11 a.m. Eastern Standard Time (EST). Chairperson Mr. Kevin Coats of the US Army Corps of Engineers - HTRW CX led the meeting. A list of action items is given in Attachment A. A list of participants is given in Attachment B. *The purpose of the meeting was to discuss the teleconference between the NELAC Board of Directors and committee chairs, the status of the NELAC Accrediting Authority Survey, the Regulatory Survey, and the final committee agenda for the committee's session at the Eighth NELAC Interim Meeting (NELAC 8i) in Sante Fe, NM.*

**INTRODUCTION**

Mr. Coats called the meeting to order. He briefly discussed the changes to Chapter 5 formulated by the Quality Systems Committee and will distribute copies of the file he received, noting the changes to the committee participants. Mr. Coats noted that since issues concerning dual committee memberships had not been finalized, Ms. Ilona Taunton would be participating in the teleconference as a guest.

**TOPICS OF DISCUSSION**

**Joint Board/Committee Chair Teleconference**

Mr. Coats participated in the teleconference held on October 10, 2002 between the NELAC Board of Directors and committee chairs. A point of interest from the meeting was that the Environmental Council of the States (ECOS) has written a letter of endorsement to EPA emphasizing continued support to NELAC. The letter also indicated that EPA should serve as a model accrediting authority and that all environmental regulating programs should adopt NELAC Standards.

**Future NELAC Interim Meetings**

Mr. Coats mentioned Ms. Jeanne Hankins' upcoming retirement. He reminded the participants of a survey being conducted by Ms. Hankins that solicits opinion on continuing to hold interim meetings for NELAC.

**Participation In NELAC 8i**

In response to Mr. Coats asking who would be attending the meeting in Sante Fe, NM, three participants, Mr. Eddie Clemons, Mr. Bennett Osborne, and Ms. Ilona Taunton stated they would attend the meeting. Mr. Coats noted that having received no comments or requests for clarification, he had finalized and submitted the RC Committee's agenda for NELAC 8i.

## **NELAC Accrediting Authority Survey**

After receiving no comments on the additional language drafted by Mr. Clemons after the October 2, 2002 meeting, Mr. Coats submitted the survey to Mr. Jerry Parr with the understanding that it was complete and ready for distribution. Mr. Coats asked Ms. Taunton for an update on the status of the distribution list for the survey. She stated that the list would be finalized by the end of the week. Mr. Coats will contact Mr. Parr today to confirm that upon receipt of the distribution list, the survey will be sent out. Mr. Coats will also have copies of the survey available for distribution during NELAC 8i. He will inform Ms. Sherry Clay that the Regulatory Coordination Committee is going forward with the survey.

## **Regulatory Agenda**

Mr. Coats noted that the Regulatory Coordination Committee will adopt the regulatory agenda prepared by Mr. Parr as a starting point for proposing regulatory issues of interest to NELAC to the Board of Directors. He asked the participants for comments on the edited copy he sent to them earlier. None were forthcoming. So that the RC Committee can make a presentation on this issue to the Board during NELAC 8i, he will send the edited document out again to the Regulatory Coordination Committee for comment and consensus. He remarked that the issues he believes not to be of interest to NELAC appear in redline.

## **Other Issues**

Mr. Coats briefly discussed an item of interest originating from an Environmental Laboratory Advisory Board (ELAB) teleconference that was chaired by Dr. Carl Kircher. He noted that a discussion item titled, "Promulgation of Federal or State Regulatory Requirements" identified a potential area of activity for the Regulatory Coordination Committee. The essence of the topic was that when accrediting a laboratory, the accrediting authority needed to accommodate the more stringent requirements. Mr. Coats will contact Dr. Kircher for more information on the committee's view as to the best method for recognizing these requirements.

## **CONCLUSION**

The teleconference was adjourned at 11:56 a.m.

**ACTION ITEMS  
REGULATORY COORDINATION COMMITTEE MEETING  
November 6, 2002**

<b>Item No.</b>	<b>Action</b>	<b>Date to be Completed</b>
1.	Mr. Coats will distribute copies of the changes to Chapter 5 to the committee	November 8, 2002
2.	Ms. Iona Taunton will finalize the distribution list for the NELAC Accrediting Authority Survey.	November 8, 2002
3.	Mr. Coats will contact Mr. Parr concerning receipt of the distribution list and the subsequent NELAC Accrediting Authority Survey mail out.	November 6, 2002
4.	Mr. Coats will also make copies of the NELAC Accrediting Authority Survey for distribution during NELAC 8i.	November 18, 2002
5.	Mr. Coats will inform Ms. Sherry Clay that the RC Committee is going forward with the survey.	November 6, 2002
6.	Mr. Coats will send another copy of the edited regulatory agenda document originally prepared by Mr. Parr to the RC Committee for comments.	November 6, 2002
7.	Mr. Coats will contact Mr. Kircher for more information on the status of determining how Accrediting Authorities will address more stringent requirements.	November 18, 2002

**PARTICIPANTS  
REGULATORY COORDINATION COMMITTEE MEETING  
NOVEMBER 6, 2002**

<b>Name</b>	<b>Affiliation</b>	<b>Address</b>
Kevin Coats, Chair	US Army Corps of Engineers - HTRW CX	T: (402)697-2563 F: (402)697-2595 E: kevin.h.coats@usace.army.mil
David Bottrell (absent)	US Dept. of Energy	T: (301)903-7251 F: (301)903-7613 E: david.bottrell@em.doe.gov
Eddie Clemons	Xenco Laboratories	T: (281)589-0692 F: (281)589-0695 E: eddiec@xenco.com
Bennett Osborne	Oregon Environmental Lab. Assoc.	T: (509)574-2354 F: (509)574-2301 E: bennett.osborne@co.yakima.wa.us
Susan Smith	CHPPM-Eur Dept. of Laboratory Sciences	T: (637)186-7771 F: (637)186-7054 E: susan.smith@cpe.amedd.army.mil
Kim Watson (absent)	Stone Environmental, Inc.	T: (802)229-2196 F: (802)229-5417 E: kwatson@stone-env.com
Ilona Taunton (Guest)	TestAmerica, Incorporated	T: (828)258-3746 F: (828)258-3973 E: itaunton@testamericainc.com
Constance Wall (Contractor Support)	RTI	T: (919)541-6742 F: (919)541-7215 E: <a href="mailto:cvw@rti.org">cvw@rti.org</a>